

EMAIL COVER LETTER

Application: Job Title and Number – Your Name

Message Options

Send Calibri 16 Attach Picture Hyperlink Signatures High Priority Low Priority Check Names

To: Specific.Person@CompanyName.com

Cc:

Subject: Application: Job Title and Number — Your Name

First Paragraph
 I would like to apply for the (job title) position posted on (name of website or how you found out about the job opening). My resume (name of format specified in the posting such as RTF or PDF) is attached.

Second Paragraph
 * How your skills and experience match the job posting requirements.
 (Limit this to two or three short sentences.)
 * The value you bring to the job and the company.
 (A brief sentence that can include why you want to work for this company.)

Closing Paragraph
 Thank the company for considering your application.
 Conclude with one sentence about how you will follow up with the company.

Signature block
 (Use a professional business letter closing such as Sincerely, Regards or Yours Truly.)

Sincerely,

Your First and Last Name
 Your Address, City, State ZIP Code
 Your email address